

District Department of Environment
Project: Mayor's Green Summer Job Corps Project Management and Youth Training
Introduction

The District Department of Environment (DDOE) administers the Mayor's Green Summer Job Corps (Green Summer) and the Mayor's Conservation Corps (MCC) employment programs designed to introduce eligible District of Columbia (District) youth to green-collar careers and environmental issues. Both Green Summer and MCC are part of the District's larger Summer Youth Employment Program, and offer youth participants substantive work experience in a variety of topic areas, including watersheds, parks, trees and energy. In addition to completing meaningful projects, students receive a combination of field-based training and classroom educational sessions designed to teach them about the broader environmental context of their work. Ultimately, both programs benefit their participants by giving them productive and enriching work, while also improving the environmental quality and sustainability of the District's communities.

DDOE is seeking qualified assistance to: 1) develop and supervise field-based Green Summer projects; 2) provide environmental education programs to Green Summer youth participants in the field and/or classroom; and 3) provide training for Green Summer and MCC staff in the field and/or classroom.

Approximate available funds: \$250,000 (*pending availability of funds*) for multiple awards. Funding is available until funds are exhausted. The funding amount will be commensurate with the services delivered.

Project Period: Until September 30, 2010

Project Description

Green Summer 2010 will employ up to 800 District youth ages 14 to 21 assigned to projects across four topic areas (watersheds, trees, parks and energy). Green Summer projects will be field-based activities including but not limited to park clean-ups and improvements, development of park programming, watershed protection activities (invasive plant removal, wetland clean-ups and maintenance of low impact development (LID) installations), tree surveying and maintenance, basic energy auditing, energy efficiency outreach, and community gardening. Youth will receive training in specific tasks and general educational programming that offers a broader environmental context. Each project will emphasize measurable outcomes and general development of career skills.

Green Summer will take place from June 2010 through August 2010. Supervisor training will take place the first two weeks in June. Youth are assigned to teams of 12 (most likely by gender and age), with 1 to 8 teams assigned to a specific site or activity. Youth ages 14 and 15 can work a 20-hour week; youth ages 16 to 21 can work a 30-hour week. In the 2009 summer program for example, 14- and 15-year old youth worked 9 am to 2:30 pm Monday through Thursday and 16- to 21-year old youth worked 9 am to 3 pm Monday through Friday. The work schedule for youth in the 14 and 15 age range is flexible and can be changed to best fit a particular project's needs. DDOE will provide a basic orientation reviewing Green Summer policies and will

coordinate program-wide functions, including payroll, supply delivery, and general orientation materials. DDOE will also provide t-shirt uniforms for each youth and staff member.

MCC 2010 will employ up to 4,000 youth ages 14 to 21 assigned to community beautification projects. The funding available in this *Request for Applications* (RFA) for the MCC program is only intended to train MCC supervisors (approximately 400 staff) on environmental education. Whereas the funding available for the Green Summer program is intended for project management, supervisor training and/or youth training and education.

Project Eligibility

Funding is available for several activities and projects. The applicant may apply for a single project area or a hybrid of multiple project areas. Specifically, proposals will be accepted in the categories listed below.

- 1) **Project Management:** Execution and daily management of Green Summer team projects, including project orientation, development, supervision, and on-site project instruction and project oversight. While a general list of Green Summer projects and worksites has already been developed (see “Project Description”), applicants will assist DDOE in identifying additional projects, developing detailed daily work plans and managing on-site operations and logistics.
 - Green Summer supervisory levels consist of Team Leaders (approximately 90 direct supervisors and alternates assigned to teams of up to 12 youth), Site Managers (approximately 25 staff to oversee teams at a given worksite of up to 100 youth), and Program Managers (approximately 4 staff to oversee all teams within a given topic area).
 - DDOE expects that outside partners would provide supervisory staff at the Site Manager level, but is open to proposals throughout the District to provide supervision at any level (please specify how many and at which levels).
 - Preliminary locations have been identified for many projects, but DDOE seeks additional worksite and project proposals as well as proposals for general work activities that may be used at various sites across the program.
- 2) **Supervisor Training:** Development and presentation of training materials for both Green Summer and MCC. Training materials should be connected to the specific tasks that teams will undertake in the four main Green Summer topics (watersheds, trees, parks and energy). Tasks already identified include invasive species removal, LID installation and maintenance, community gardening, basic energy auditing, park patrolling, park restoration and compact fluorescent lighting (CFL) installation. However, DDOE expects to add others and is open to training proposals for other activities.
 - Training proposals may be either field-based or classroom-based; applicants should include whether they can provide access to additional facilities for classroom-based programming.
 - Supervisor training follows a “Train the Trainer” model, in which Green Summer and MCC supervisors receive two weeks of training and are expected to, in turn, train the youth on their teams.

- 3) Youth Training and Education: Development and implementation of educational programming connected to the four main Green Summer topics (watersheds, trees, parks and energy). This programming is designed to lend a broader context to the specific projects undertaken by Green Summer Teams. Educational proposals may be either field-based or classroom-based.
- While DDOE may be able to secure classroom space for some proposals, applicants should include whether they can provide access to additional facilities for classroom based programming.
 - Classroom-based presentation proposals can range from one-hour sessions to daylong sessions.
 - For youth training, field-based activities are preferred.

Application Guidelines

- Nonprofit organizations (as defined by Internal Revenue Code § 501(c)(3)), educational institutions, and other District government agencies are eligible to apply.
- Applications may focus on a specific element from the “Project Eligibility” section or may submit an integrated proposal encompassing multiple elements. It is not necessary for an application to address all three types of projects.
- It is not required for an applicant to apply to serve *both* the Green Summer and MCC programs. However, if an organization is interested in doing so, they are welcome to apply to serve both.
- Proposals must specify a list of supplies that will be required (and estimated cost) and whether the grantee plans to provide them.
- Applicants with less direct experience are encouraged to partner with other organizations to fully demonstrate capacity and score on criteria below.
- Applicants may submit more than one proposal.

Notes

- Grantees will not be considered employees of the District.
- Grantees will be subject to Department of Employment Services policies regarding youth employment, which include, but are not limited to restrictions on maximum hours worked, restrictions on equipment use, and termination/dispute resolution procedures.
- The grantee will expressly agree to indemnify and hold harmless the District and its related parties, including but not limited to its officers, agents and servants from and against any and all claims of liability, lawsuits, losses, claims, expenses, demands, or causes of action of any kind or character arising from or based on, or as a consequence of or result of, any act, omission or default of the grantee, its employees, its agents or its subcontractors, in the performance of the grant and incurred directly or indirectly on behalf of grantee or for any other property damage claims asserted for recovery of damage allegedly suffered.

Project Outputs and Deliverables

1. Successful completion of proposed Green Summer projects (if submitting a Project Management proposal)
2. Delivery and/or presentation of training curriculum (if submitting a training proposal)
3. Delivery and/or presentation of educational curriculum (if submitting an educational proposal)
4. Participation in any coordinated Green Summer planning meetings, consisting of all partners

5. Pre-summer and mid-summer status reports
6. Evaluations of any youth teams supervised
7. Final report

Criteria for Evaluating Proposals

Preference will be given to applications that:

1. Are concise and clearly written. (15 points)
2. Present a concise, detailed and feasible plan for implementation inclusive of supply needs. (30 points)
3. Are cost-effective (including any match or in-kind contribution from the applicant). (20 points)
4. Demonstrate the applicant's experience working with youth in age range 14 to 21. (20 points)
5. Demonstrate the applicant's experience in supervising large-scale projects. (15 points)

If an organizational conflict of interest is found the respective applicant will be disqualified from the competing for an award. "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Individuals, Corporations, Partnerships, Joint Ventures, and other business enterprises.

Applications can be submitted no later than 5:00 PM, January 22, 2010.

E-mail submissions should be sent to: sharon.demidio@dc.gov (subject line should be "Green Summer RFA Application" or "MCC Summer RFA Application)

Hard copy submissions can be sent to:

Sharon D'Emidio
Green Summer Program
District Department of the Environment
51 N Street, NE, 6th floor
Washington, DC 20002-3347